

State of Tennessee



Department of State

Division of Charitable Solicitations & Gaming
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 8th Floor
Nashville, TN 37243
(615) 741-2555 / (615) 253-5173 (fax)

**ONLINE FILING INSTRUCTIONS FOR REGISTRATION
OF A CHARITABLE ORGANIZATION**

- Complete the Online Application
- Attach requested documentation in PDF format, if applicable. Types of documentation may include:
 - Governing documents (Articles of Incorporation, if incorporated, By-laws, etc.)
 - IRS determination letter granting tax-exempt status, if applicable
 - Documents authorizing solicitation under another name
 - Explanation of disciplinary actions, injunction
 - Contracts with any outside fundraising professional
- Submit \$50.00 filing fee using debit or credit card. After submitting your payment, click the "DONE" button to return to your account and retrieve login and password information.
- Login to your account and submit a Summary of Financial Activities form using the "New SFA" button.
 - Completed the online Summary of Financial Activities form
 - Attach an IRS Form 990, Form 990EZ or 990N for the most recently completed accounting year, if the organization is tax exempt and has completed an accounting year.
 - Attach an audited financial statement if the organization grossed more than \$500,000 in revenue, excluding grants from government agencies and 501(c)(3) private foundations

NOTE: If the application is not complete, the registration will not be approved.